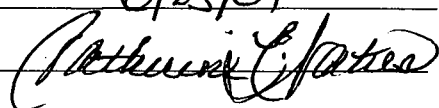



<p align="center">CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE</p>		<p>Schedule No. M-182</p>
		<p>Page 1 of 1</p>
<p align="center">VOLUNTEER MANAGEMENT</p>		
Item No.	Description	Retention
1.	<p>General Correspondence</p> <p>Original incoming letters, copies of outgoing letters, memos, studies, reports, directives, policies and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy the material that is no longer needed for current business.</p>
2.	<p>Volunteer Information</p> <p>Time sheets, applications, copies of Student Service Learning (or other documentation) forms.</p>	<p>Retain for ten years and then destroy.</p>

<p>Approved by Department, Agency, or Division Representative:</p> <p>Date <u>8/23/04</u></p> <p>Signature <u></u></p> <p>Print Name <u>Catherine E. Waters</u></p> <p>Title <u>City Clerk / Treasurer</u></p>	<p>Schedule Authorized by State Archivist.</p> <p>Date <u>OCT 19 2004</u></p> <p>Signature <u></u></p>
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